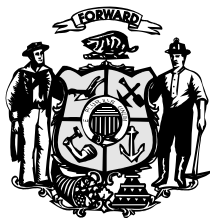


STATE OF WISCONSIN
PUBLIC RECORDS BOARD

SCOTT WALKER
GOVERNOR

MATT BLESSING
BOARD CHAIR

LINDA BARTH
EXECUTIVE SECRETARY



4622 University Ave., 10A
Madison, WI 53705

Telephone
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AGENDA
Public Records Board
Operations and Training Advisory Committee
July 18, 2017
10:00 to 12:00 Noon
Department of Administration
St. Croix Conference Room
101 East Wilson Street
Madison, WI

1. Call to Order—Chair Broady-Rudd
2. Approval of the April 24, 2017 minutes
3. Chair Broady-Rudd will announce her plans to resign from the Public Records Board and as Chair of OTAC effective December 31, 2017.
4. Digitization Guidance Update—Sarah Grimm, Electronic Records Archivist, and Andrew Baraniak, Local Government Records Archivist, Wisconsin Historical Society: Sarah and Andrew will discuss the updates and changes to digitization guidance.
5. Email Records Management Guidance— Committee Members Dawn Bluma, Department of Workforce Development, and Josh Ranger, University of Wisconsin –Oshkosh, will facilitate a discussion to help the Committee develop an outline for an email records management guidance document.
6. Adjourn